*Habitat for Humanity-Spokane (HFH-S) is a non-profit organization that is building a world where everyone has a decent place to live. We work in partnership with people seeking affordable homeownership. Everyone, every donation, and every helping hand gives families a better chance for a stronger future.*

**Internship brief: Marketing & Events Intern**

We are looking for a Marketing & Events intern to help the Communications & Events Specialist plan and organize fundraising events for Habitat for Humanity-Spokane.

This position seeks a student that is willing and able to work an occasional evening and weekend between September and June in addition to office administrative hours. This student must be able to work independently and proactively and be looking for professional experience and training in the coordination and execution of events and marketing.

**Responsibilities:**

* Event day assistance to the Communications & Events Specialist
* Supply ordering and tracking management
* Printing and distributing marketing materials
* Assistance in coordinating and communicating with event staff
* Organization of venue and vendor databases
* Event inventory management and organization

**Qualifications:**

* Currently enrolled in an accredited college or university or a recent graduate
* Competent in the use of Microsoft Office with the willingness and ability to learn new programs
* High sense of responsibility
* Ability to plan, organize, and multi-task
* Work with minimum supervision
* Deal with problems and issues both promptly and efficiently
* Communicate clearly, both orally and in writing
* Collaborative spirit
* Excellent time-management and organizational skills

Internships at Habitat for Humanity-Spokane introduce applicants to careers in the non-profit community in a variety of functions supporting Habitat’s mission. These opportunities provide experience working with meaningful, relevant projects while developing important professional skills.

**NOTE: Qualified applicants must be currently enrolled in a college degree program to be considered eligible for an internship position.**

**Start Date:** Position open until filled, requires a 6-9 month commitment.

**Hours:** 10-15 hours/week - flexible based on your school schedule

**Compensation:** This is currently an unpaid/volunteer internship

**To Apply:** Please send your resume and a cover letter explaining your experience and why you want the opportunity to work at Habitat for Humanity-Spokane to: [recruiting@habitat-spokane.org](mailto:recruiting@habitat-spokane.org)

*Habitat for Humanity-Spokane is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnicity, background, disability, or any other characteristic protected by law.*